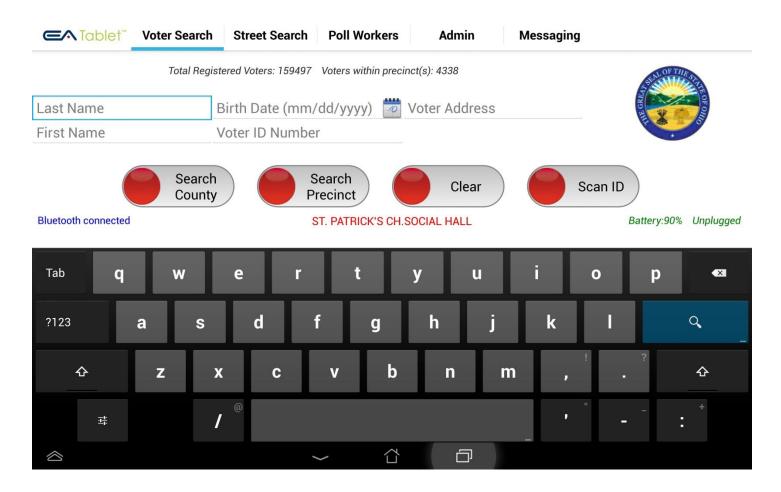


Mahoning County Board of Elections

EA Tablet® Poll Book Poll Worker Training

The Voter Search page.



There are 3 ways to search for a Voter with the Electronic Poll Books

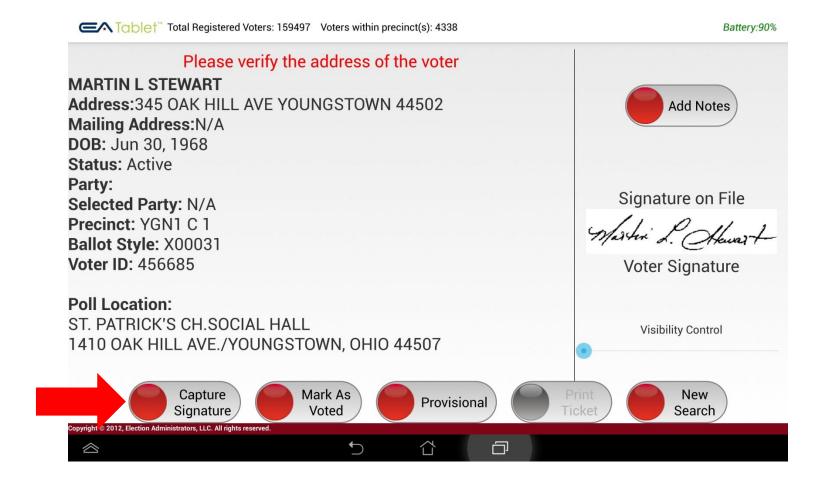
- 1. Swiping a Driver's License or State ID
- 2. Scanning a Driver's License or State ID
- 3. A Manual Search for the Voter

Swiping a **Driver's License** or **State ID**

To search by swiping a Driver's License or State ID magnetic strip, swipe card face towards you and upside down through the card scanner on the printer as shown in the example below.

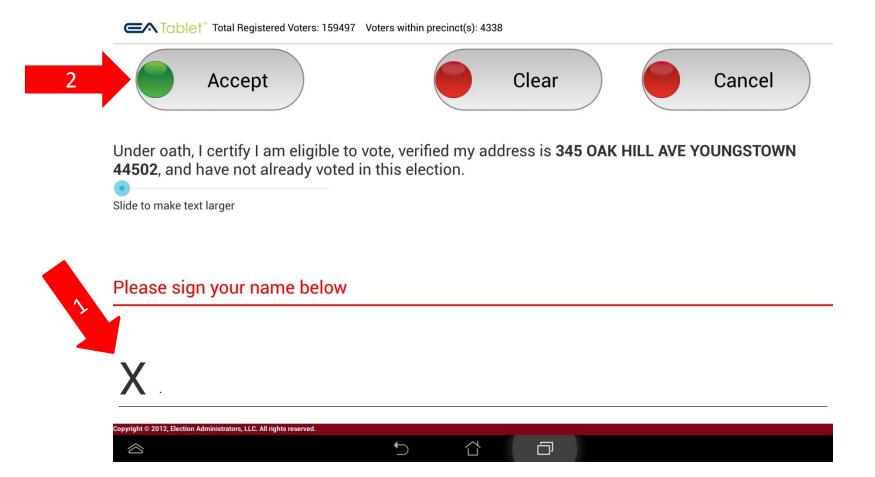


Verify the Voter's information, then click Capture Signature.

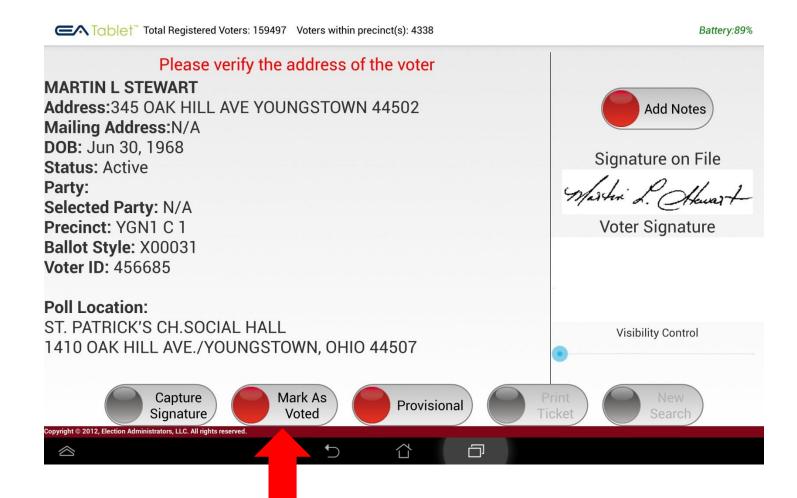


Turn the Electronic Poll Book towards the Voter

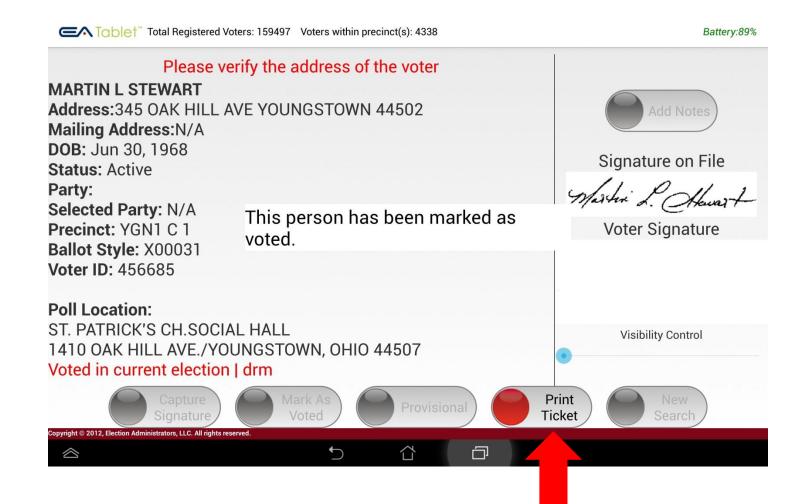
- 1.) The Voter MUST sign under the red line at the X.
- 2.) When they are finished, turn the Electronic Poll Book back towards you and tap Accept.



Tap Mark As Voted.



Tap **Print Ticket** and Direct the Voter to the correct Precinct Table.

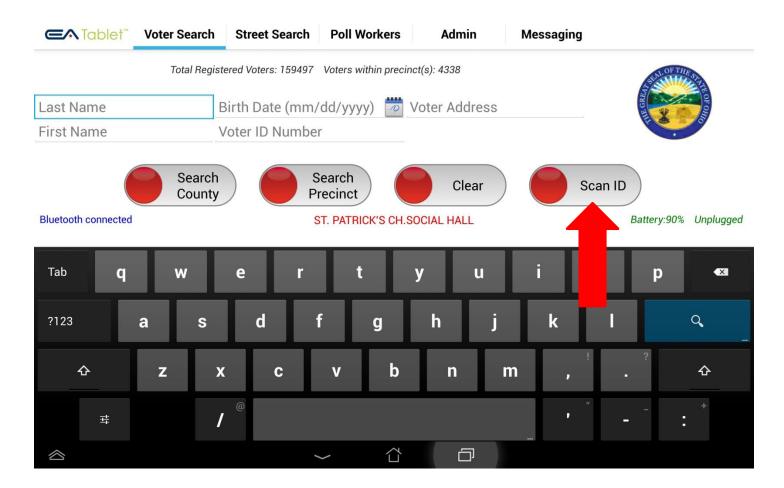


Scanning a **Driver's License** or **State ID**

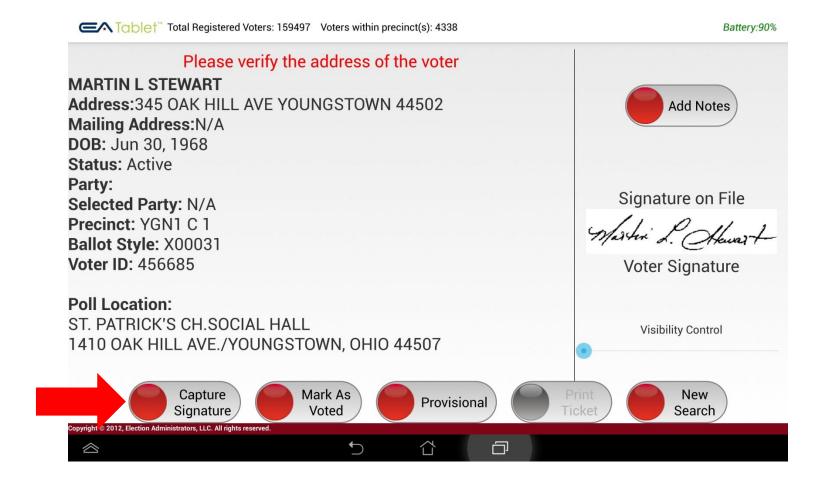
To search by scanning a Driver's License or State ID barcode, place the card face down in the metal holder, as shown in the example below.



Tap **Scan ID**.

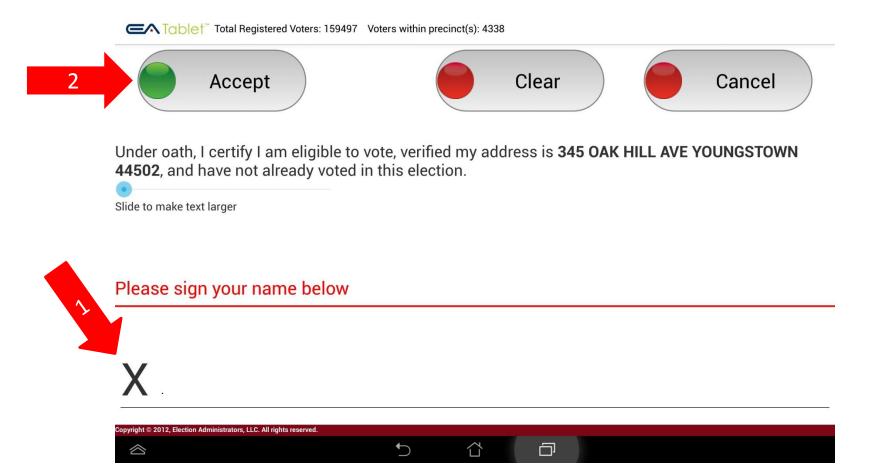


Verify the Voter's information, then click Capture Signature.

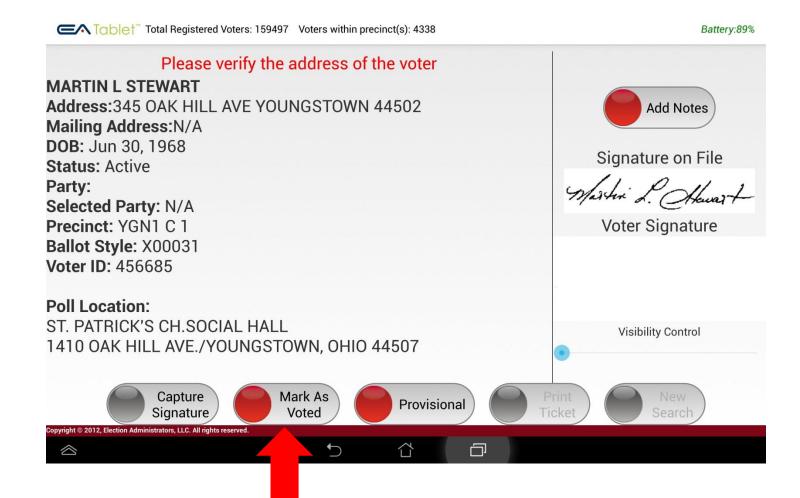


Turn the Electronic Poll Book towards the Voter

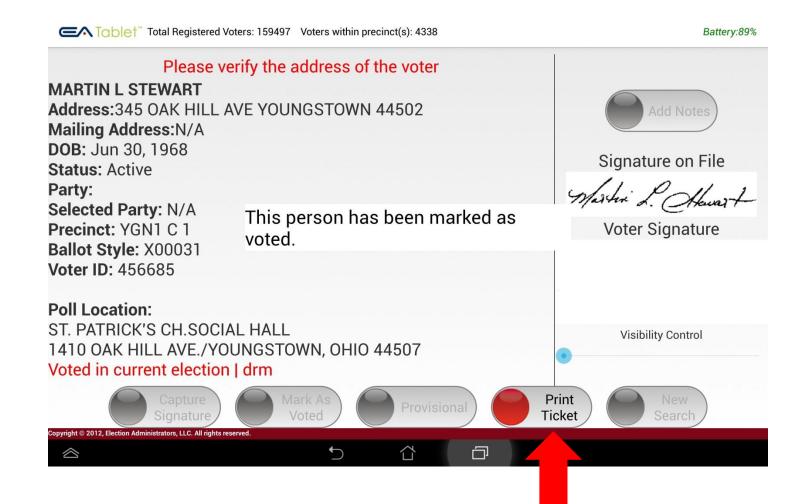
- 1.) The Voter MUST sign under the red line at the X.
- 2.) When they are finished, turn the Electronic Poll Book back towards you and tap Accept.



Tap Mark As Voted.

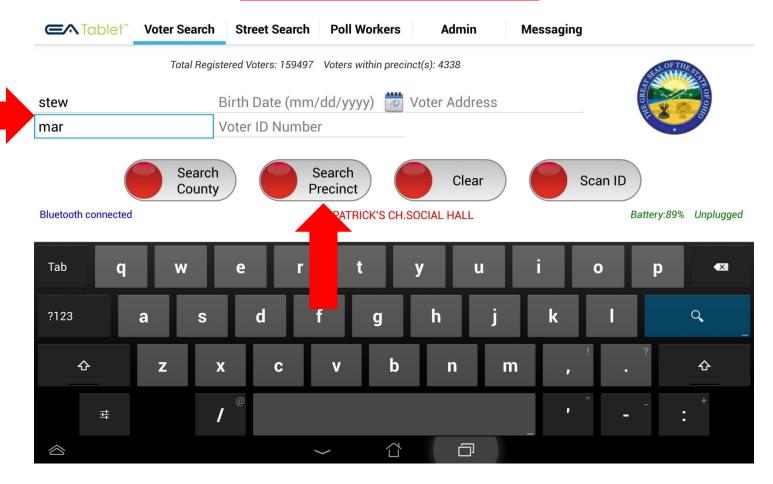


Tap **Print Ticket** and Direct the Voter to the correct Precinct Table.



To perform a **Manual Search**, type in either the Voter's last name, first name, birth date, Voter ID number, Voter address or any combination of those search options from the **Voter Search** page, and select **Search Precinct**.

Remember – LESS is MORE

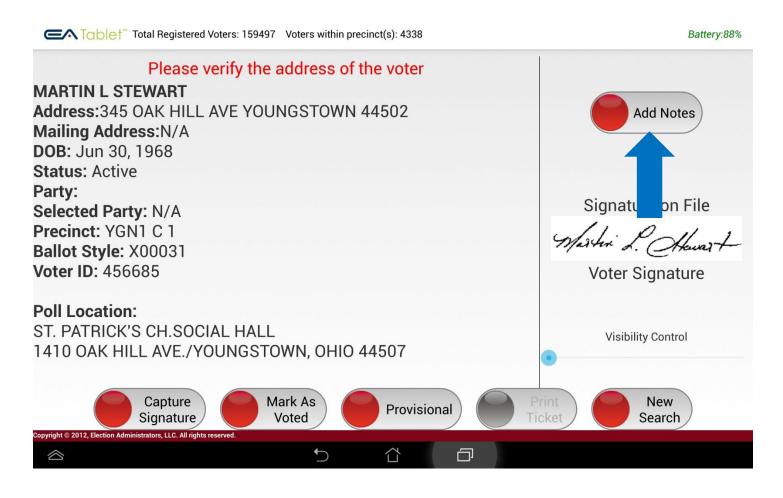


Tap on the **Appropriate Voter**.

Table† Total Registered Voters: 159497 Voters within precinct(s): 4338 | 8 search result(s) Battery:89% **AKEA HODGE** Status: Active Precinct: YGN1 C 1 345 OAK HILL AVE YOUNGSTOWN 44502 Ballot Style: X00031 May 04, 1991 Status: Active **CHRIS E JOHNSON** Precinct: YGN1 C 1 345 OAK HILL AVE YOUNGSTOWN 44502 Ballot Style: X00031 Nov 28, 1965 **EDWARD KNOX** Status: Active Precinct: YGN1 C 1 345 OAK HILL AVE YOUNGSTOWN 44502 Ballot Style: X00031 Nov 21, 1965 Status: Active MARQUESSE B SHINE Precinct: YGN1 C 1 345 OAK HILL AVE YOUNGSTOWN 44502 Ballot Style: X00031 Aug 31, 1989 Status: Active MARTIN L STEWART Precinct: YGN1 C 1 345 OAK HILL AVE YOUNGSTOWN 44502 Ballot Style: X00031 Jun 30, 1968 Edit New Search Search $\mathbf{0}$ \Box

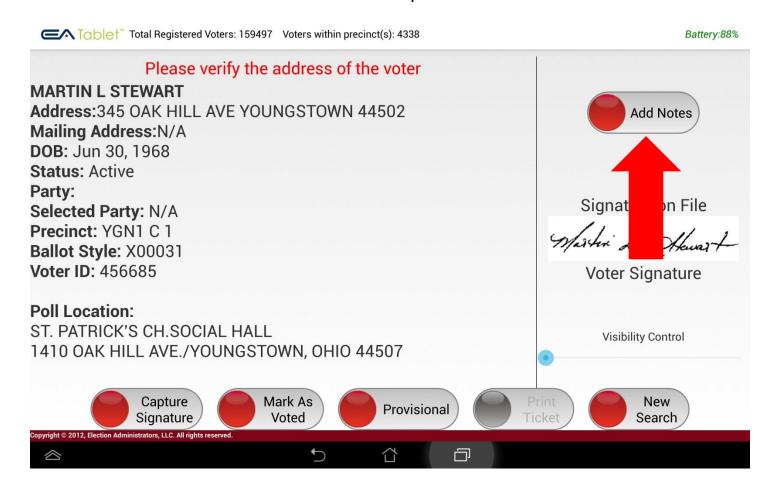
Verify the Voter's information (Including Verifying the Voter's ID)

You must record the type of ID used by the Voter if they do **NOT** use a **Photo ID** using the **Add Notes** feature. Do this **BEFORE** you capture the Voter's signature.



<u>Using the Add Notes Feature</u>

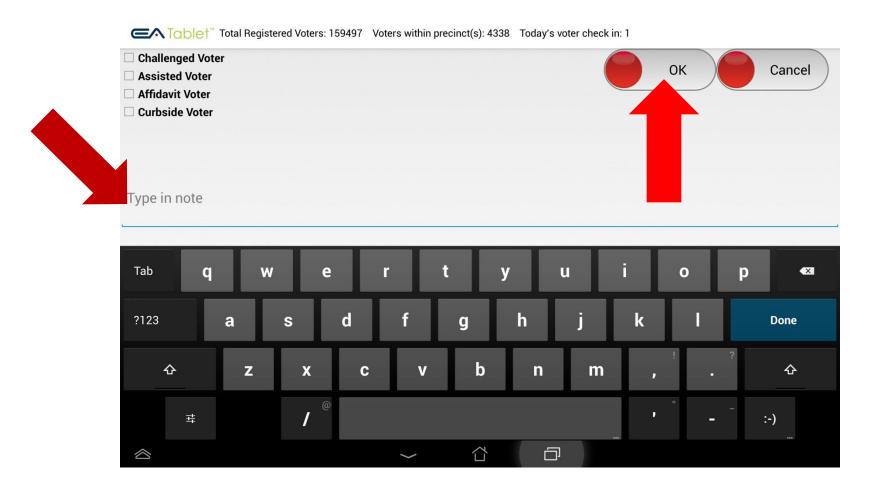
To add notes for a Voter, tap the **Add Notes** button.



Use this function **ONLY** if:

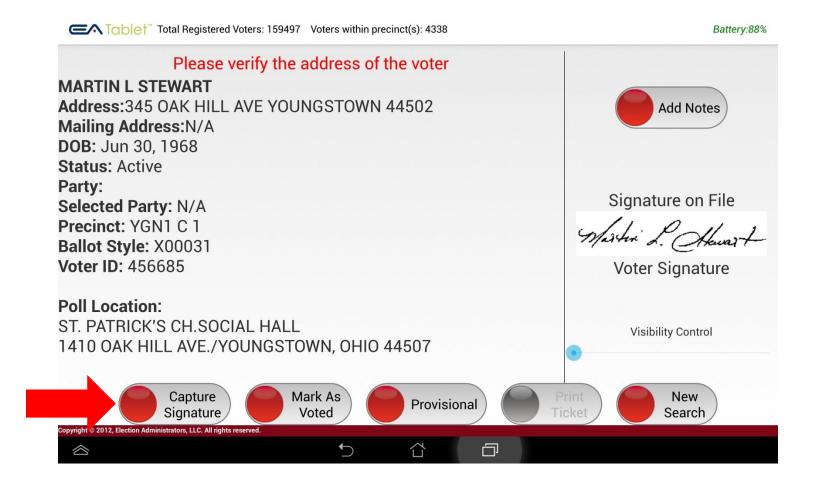
- 1. The Voter doesn't have a photo ID (Uses a utility bill etc.)
- 2. The Voter is a Curbside Voter

Type in a Note containing the Type of ID used by the Voter, then tap OK.



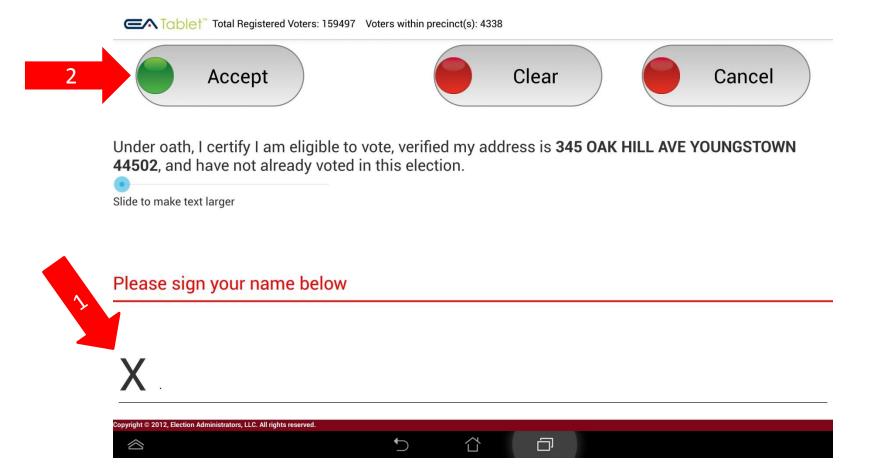
Once you have added a Note and tapped OK, you can capture the Voter's Signature (next slide) and complete to process as normal.

Once you have added a Note, Select Capture Signature.

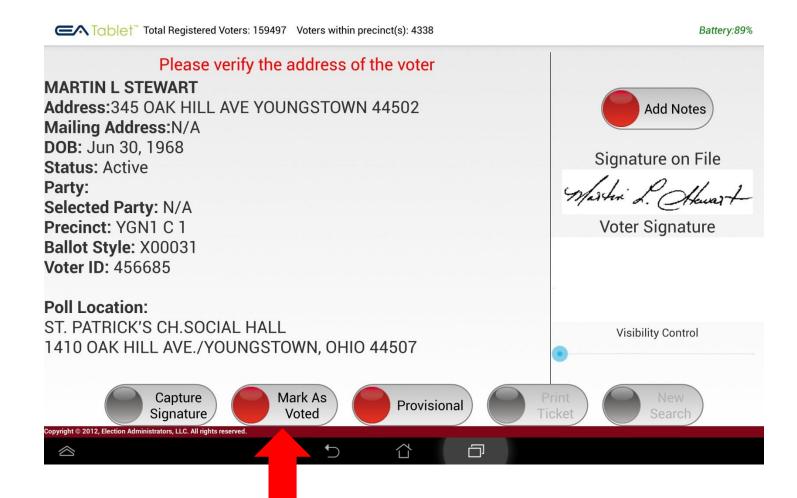


Turn the Electronic Poll Book Towards the Voter

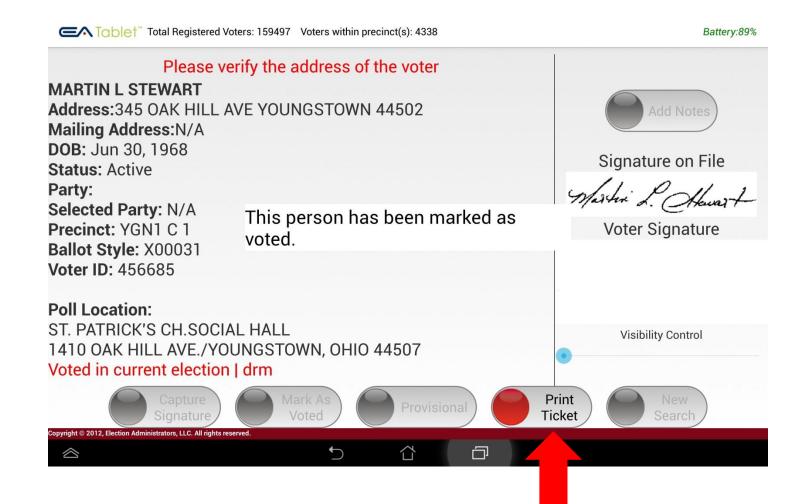
- 1.) The Voter MUST sign under the red line at the X.
- 2.) When they are finished, turn the Electronic Poll Book back towards you and tap Accept.



Tap Mark As Voted.

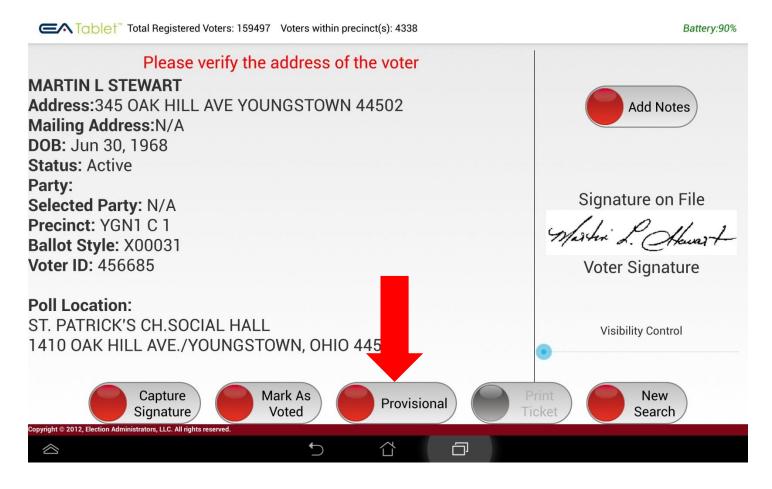


Tap **Print Ticket** and Direct the Voter to the correct Precinct Table.

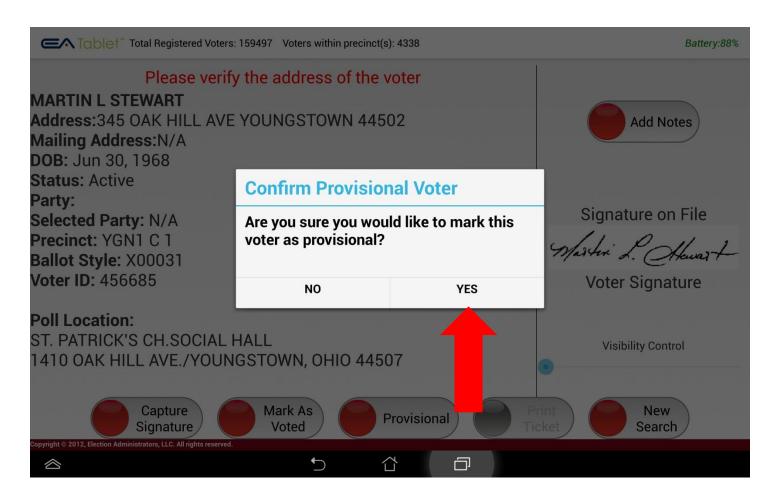


Provisional Voters in the Correct Location

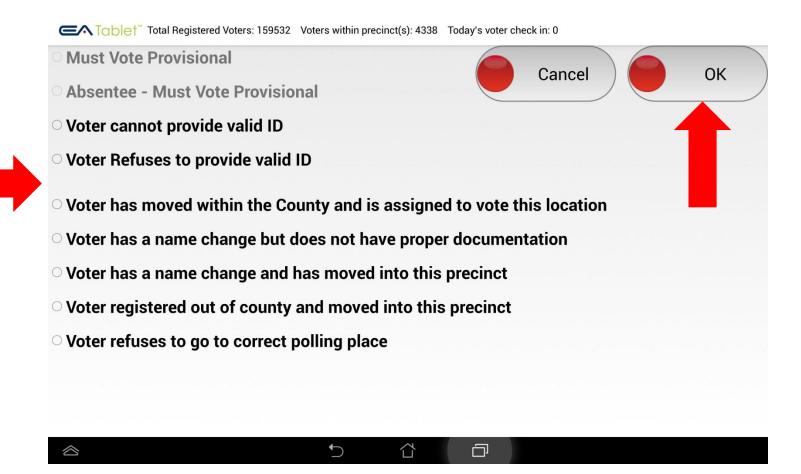
If a Voter must vote Provisionally for some reason, **such as not having appropriate ID** or is an **Absentee/Provisional Voter**, and is at the correct **Polling Location**, the poll worker may record that they are a Provisional Voter by tapping the **Provisional Button**, Printing a **Voter Print Ticket** and sending the Voter to the correct Precinct Table.



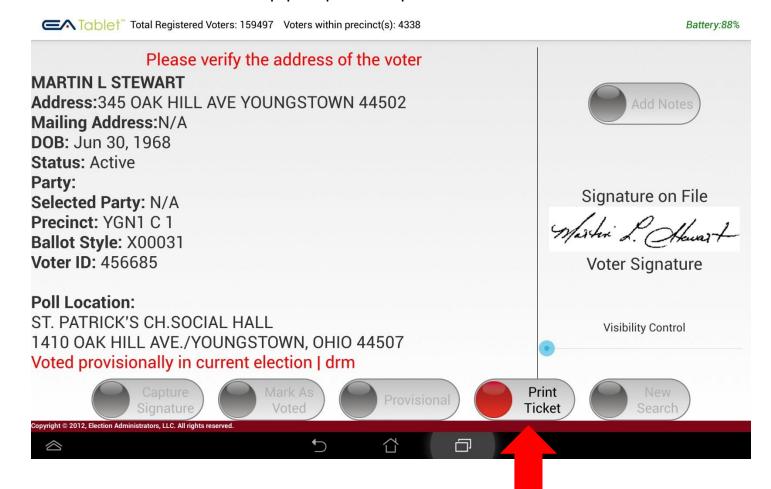
Confirm you are sure this Voter is a Provisional Voter



Select the Reason the Voter is Voting a Provisional Ballot and Select OK



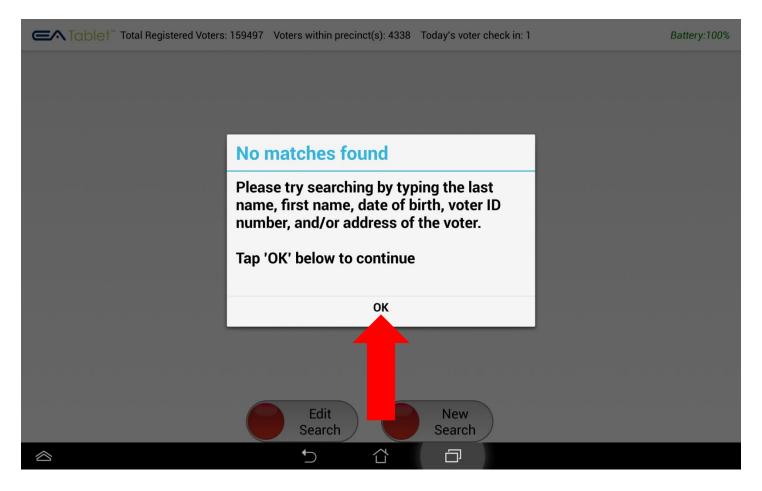
Print the **Voter Print Ticket** and direct the Voter to the appropriate precinct table.



Provisional Voter in the WRONG Polling Location

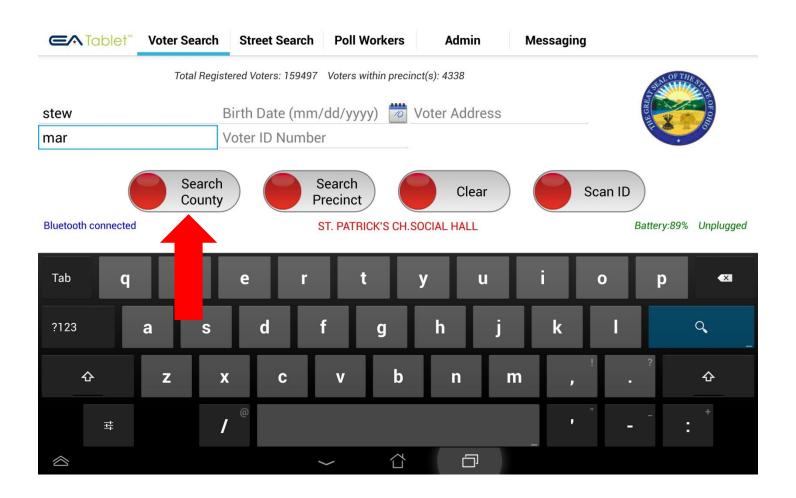
If the Voter is unsure as to where they vote, and an exact match is **NOT** found when performing a Manual Search within your **Precinct**, you have the option to perform a **New Search** by **County**.

Tap **OK** to Continue...

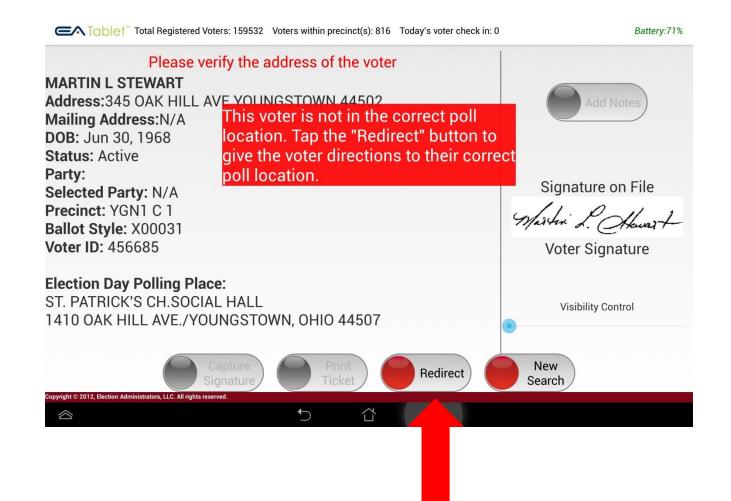


...search by last name, first name or another field and select **Search County**

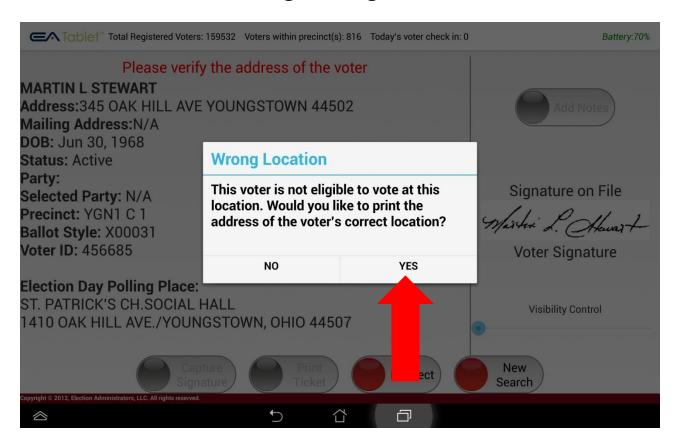
Remember – LESS is MORE (Ex. – Martin Stewart)



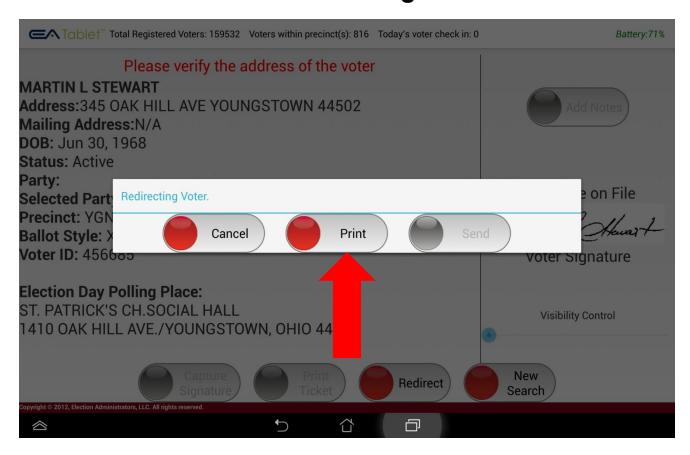
Once you have located the Voter, Tap **Redirect....**



...Select **Yes** when prompted by the system that this **Voter** is in the **Wrong Polling Location**...



...then Tap **Print** to print their **Voter Print Ticket** and direct them to the correct **Polling Location**.



CURB SIDE VOTING

Curbside voting is the process followed when a person who is physically unable to enter a polling location sends another person into the location to inform the poll workers of his/her desire to vote.

The following steps are to be taken:

 Two election officials (one from each political party) take the curbside envelope and the clipboard to the voter in the automobile. The voter fills in the curbside envelope and signs it.

If a voter who wishes to utilize the curbside voting process is unable to sign his or her name do the following:

The two election officials witness the voter's mark on the curbside envelope.

- 2. The voter must provide appropriate ID.
- 3. The two poll workers take the curbside envelope and return to the e-poll book table, a poll worker manually enters the name from the curbside envelope. The election official records the Voter as a curbside voter in the electronic poll book in the Notes Section. They also record the type of Identification presented by the voter.
- 4. The voter is marked as voted and a Voter Print Ticket is issued.
- The two election officials take the Voter Print Ticket to the correct precinct table and obtain the Appropriate paper ballot
- 6. The two election officials take the appropriate ballot in the ballot sleeve with the clipboard, a pen and the filled out curbside envelope to the voter located outside the polling place.
- 7. The judges instruct the voter on how to mark the ballot Blacken the Oval.



8. The voter folds the ballot in half and places it in the curbside envelope

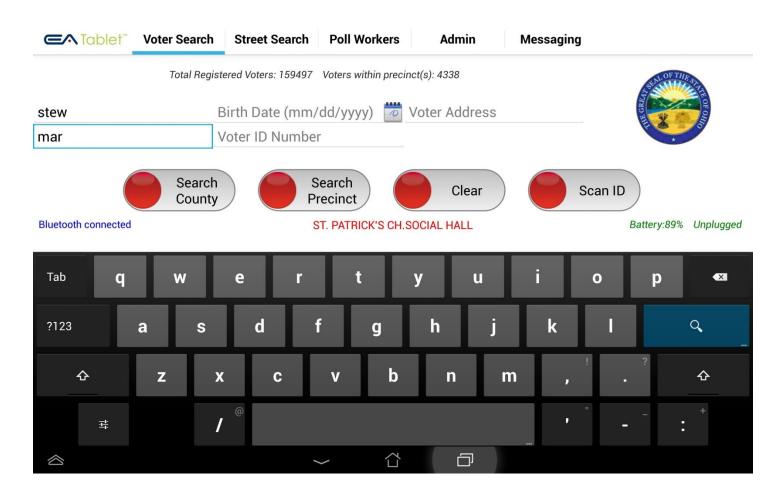
If a Provisional Voter - Follow all the steps for Provisional Voting, including providing the voter with the proper provisional envelope.

Place Voted Envelope in Red Canvas Provisional Ballot Bag.

The Curbside Envelope Ask the Voter to **Complete** and **Sign**

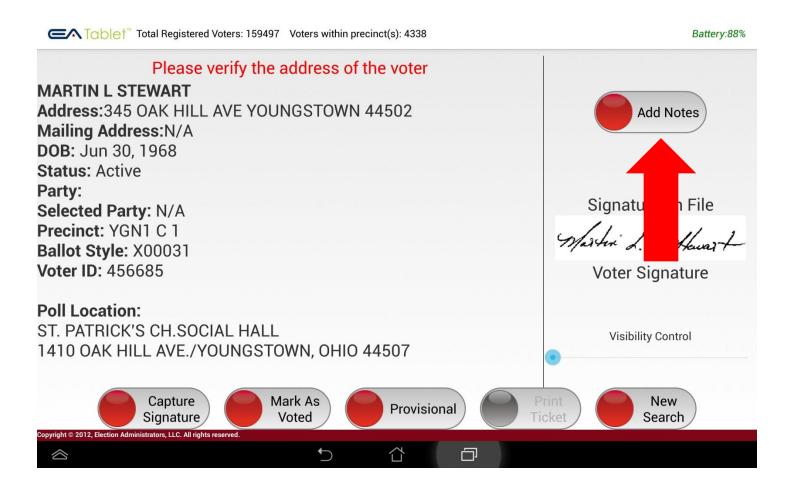
e (Please Print)
e (Please Print)
e (Please Print)
ess
Zip
Curbside Voter Signature
r: After Voting Your Ballot – Fold In Half – Place in Envelope – Seal Return To The Two Election Officials

Once you get the Voter's information, perform a **Manual Search** and follow the Voter Selection Process as before.



Using the Add Notes Feature

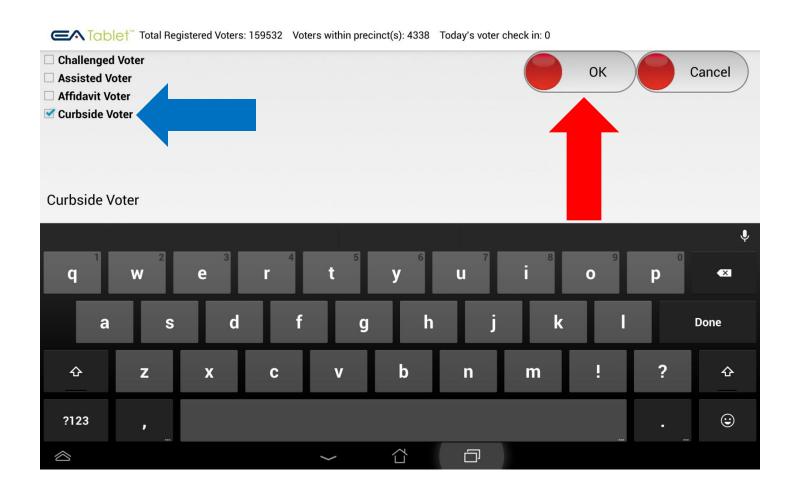
To add notes for a Voter, tap the **Add Notes** button.



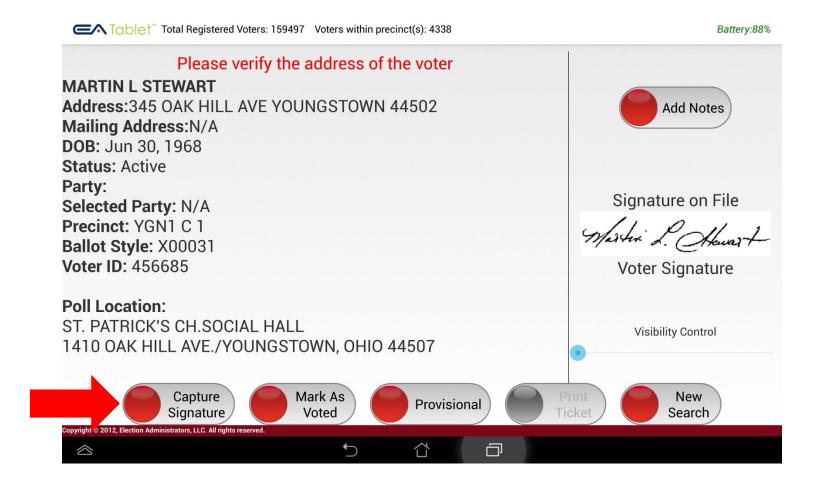
Use this function **ONLY** if:

- 1. The Voter doesn't have a photo ID (Uses a utility bill etc.)
- 2. The Voter is a Curbside Voter

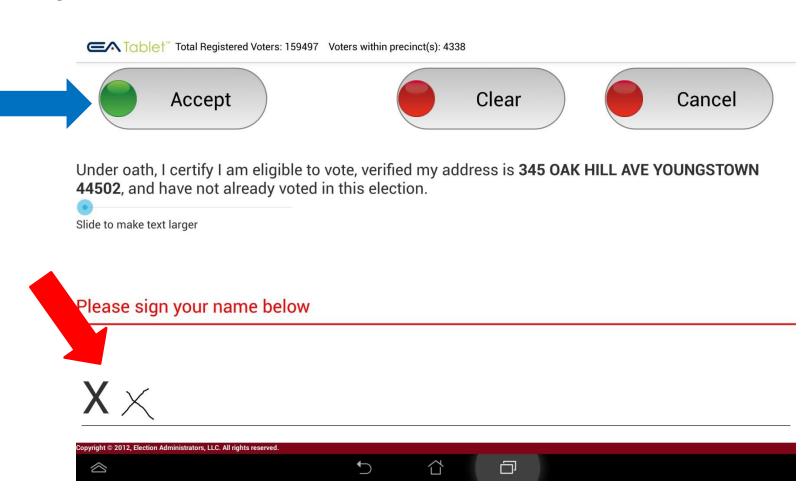
Choose the Curbside Voter Preset Option, then tap OK.



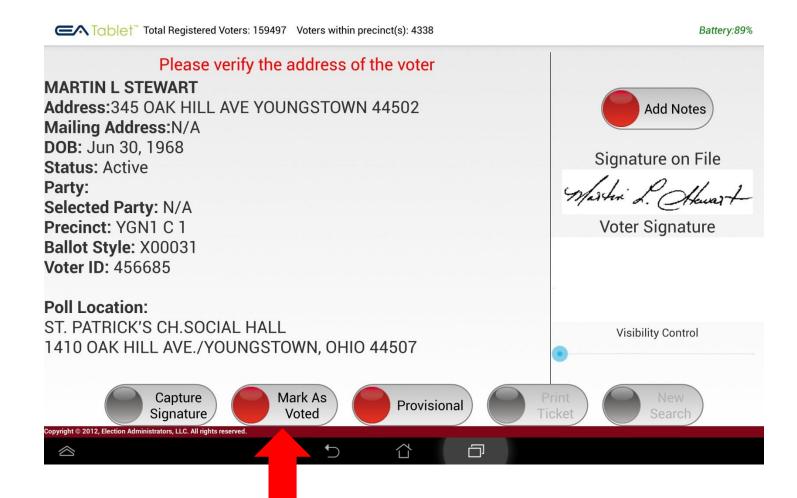
Once you have added a Note, Select Capture Signature.



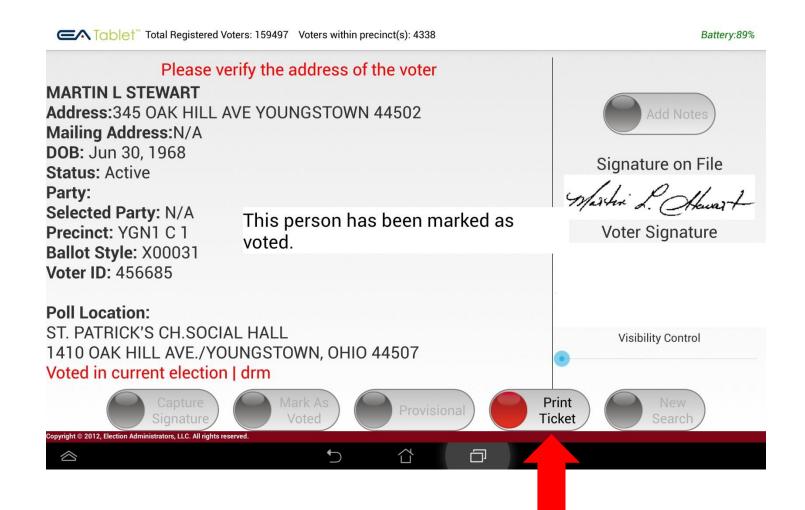
For Curbside Voters **ONLY**, NO Voter Signature is required on the Electronic Poll Book. The Voter has already signed the Curbside Envelope. One of the Poll Workers must mark a small "X" as shown below on the Signature Line, then select **Accept** and continue to process the Voter.



Tap Mark As Voted.



Tap **Print Ticket** and Direct the Opposing Party Poll Workers to the Correct Precinct Table.





Mahoning County Board of Elections

EA Tablet[®] Poll Book Poll Worker Training